

Charlotte County Transit Public Transportation



Title VI Plan 2019-2021

Charlotte County Transit Division
25490 Airport Road
Punta Gorda, FL 33950

Charlotte County Transit Title VI Program

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Charlotte County Transit Plan Statement

Charlotte County Transit Division (CCTD) assures the Florida Department of Transportation that no person shall on the basis of race, color, and national origin, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by the agency.

Charlotte County Transit further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the recipient's Chief Executive Officer or authorized representative.
2. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in language other than English.
3. Develop a complaint process and attempt to resolve complaints of discrimination against Charlotte County Transit.
4. Participate in training offered on the Title VI and other nondiscrimination requirements.
5. If reviewed by FDOT or any other state or federal regulatory agency, take affirmative actions to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) days.
6. Have a process to collect racial and ethnic data on persons impacted by the agency's programs.
7. Submit the information required by FTA Circular 4702.1B to the primary recipients (refer to Appendix A of this plan)

APPENDIX A**TITLE VI PROGRAM CHECKLIST**

Every three years, on a date determined by FTA, each recipient is required to submit the following information to the Federal Transit Administration (FTA) as part of their Title VI Program. Subrecipients shall submit the information below to their primary recipient (the entity from whom the subrecipient receives funds directly), on a schedule to be determined by the primary recipient.

General Requirements (Chapter III)

All recipients must submit:

- Title VI Notice to the Public, including a list of locations where the notice is posted
- Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)
- Title VI Complaint Form
- List of transit-related Title VI investigations, complaints, and lawsuits
- Public Participation Plan, including information about outreach methods to engage minority and limited English proficient populations (LEP), as well as a summary of outreach efforts made since the last Title VI Program submission
- Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance
- A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees
- Primary recipients shall include a description of how the agency monitors its Subrecipients for compliance with Title VI, and a schedule of subrecipient Title VI Program submissions
- A Title VI equity analysis if the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc.
- A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program. For State DOT's, the appropriate governing entity is the State's Secretary of Transportation or equivalent. The approval must occur prior to submission to FTA.
- Additional information as specified in chapters IV, V, and VI, depending on whether the recipient is a transit provider, a State, or a planning entity (see below)

Notifying the Public of Rights Under Title VI

In Accordance with Title VI of the Civil Rights Act of 1964, Charlotte County Transit provides Transit Services and Operates its Programs without Regard to Race, Color, or National Origin.

The General Public may Request Additional Information on the Non-Discrimination Obligations of Charlotte County Transit by calling us at:

941-833-6241

or

941-833-6236

If any Member of the General Public desires to file a Discrimination Complaint against Charlotte County Transit, You may contact us at:

941-833-6241

or

941-833-6236

**CHARLOTTE COUNTY TRANSIT
TITLE VI LIST OF LOCATIONS
WHERE NOTICE OF PUBLIC WILL BE POSTED**

1. Charlotte County Transit (CCT) Public Website. (www.charlottecountyfl.gov)
2. Pubic areas of CCT, including meeting rooms.
3. All CCT Vehicles.
4. English brochure
5. Spanish brochure
6. Facebook page (<https://www.facebook.com/CharlotteCountyTransit/>)

Charlotte County Transit Complaint Procedure

Any person who believes he or she has been discriminated against on the basis of race, color or national origin by Charlotte County Transit may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. Charlotte County Transit investigates complaints received no more than 180 days after the alleged incident. Charlotte County Transit will process complaints that are complete.

Once the complaint is received, Charlotte County Transit will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing him/her whether the complaint will be investigated by our office.

Charlotte County Transit has ninety (90) days to investigate the complaint. If more information is needed to resolve the case, Charlotte County Transit may contact the complainant. The complainant has fifteen (15) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within fifteen (15) business days, Charlotte County Transit can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has seven (7) days to do so from the time he/she receives the closure letter or the LOF.

The complaint procedure will be made available to the public on Charlotte County Transit's website www.charlottecountyfl.gov.

A complaint may also be filed directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

Charlotte County Transit

Title VI Complaint Form

| | | | | |
|---|-------------|-------|-------------------------|-------|
| Section I: | | | | |
| Name: _____ | | | | |
| Address: _____ | | | | |
| Telephone (Home): _____ | | | Telephone (Work): _____ | |
| Electronic Mail Address: _____ | | | | |
| Accessible Format Requirements? | Large Print | _____ | Audio Tape | _____ |
| | TDD | _____ | Other | _____ |
| Section II: | | | | |
| Are you filing this complaint on your own behalf? | | | Yes* | No |
| *If you answered "yes" to this question, go to Section III. | | | | |
| If not, please supply the name and relationship of the person for whom you are complaining: | | | _____ | |
| Please explain why you have filed for a third party: _____ | | | | |
| Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. | | | Yes | No |
| Section III: | | | | |
| I believe the discrimination I experienced was based on (check all that apply): | | | | |
| <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin | | | | |
| Date of Alleged Discrimination (Month, Day, Year): _____ | | | | |
| Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form. | | | | |
| _____ | | | | |
| _____ | | | | |
| Section IV | | | | |
| Have you previously filed a Title VI complaint with this agency? | | | Yes | No |

Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

☐ Yes

☐ No

If yes, check all that apply:

☐ Federal Agency: _____

☐ Federal Court _____

☐ State Agency _____

☐ State Court _____

☐ Local Agency _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

Section VI

Name of agency complaint is against:

Contact person:

Title:

Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:

Charlotte County Transit
Title VI Coordinator
25490 Airport Road
Punta Gorda, Florida 33950

CHARLOTTE COUNTY TRANSIT COMPLAINT SUMMARY

| | DATE Month, Day, Year | SUMMARY (INCLUDE BASIS OF COMPLAINT; RACE, COLOR, OR NATIONAL ORIGIN) | STATUS | ACTION(S) TAKEN |
|----------------|-----------------------------|---|--------|-----------------|
| INVESTIGATIONS | | | | |
| 1 | | | | |
| 2 | | | | |
| LAWSUITS | | | | |
| 1 | | | | |
| 2 | | | | |
| COMPLAINTS | | | | |
| 1 | | | | |
| 2 | | | | |

CHARLOTTE COUNTY TRANSIT DIVISION

PUBLIC PARTICIPATION PLAN

Introduction

The Public Participation Plan (PPP) for Charlotte County Transit was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision-making process for Charlotte County Transit.

Public Participation Goals

The main goal of the PPP is to offer meaningful opportunities for all interested segments of the public, including, but not limited to, low-income, minority and LEP groups, to comment, about Charlotte County Transit and its operations. The goals for this PPP include:

- **Inclusion and Diversity:** Charlotte County Transit will proactively reach out and engage low-income, minority, and LEP populations for the Charlotte County Transit service area so these groups will have an opportunity to participate.
- **Accessibility:** All legal requirements for accessibility will be met. Efforts will be made to enhance the accessibility of the public's participation – physically, geographically, temporally, linguistically and culturally.
- **Clarity and Relevance:** Issues will be framed in public meetings in such a way that the significance and potential effect of proposed decisions is understood by participants. Proposed adjustments to fares or services will be described in language that is clear and easy to understand.
- **Responsive:** Charlotte County Transit will strive to respond to and incorporate, when possible, appropriate public comments into transportation decisions.
- **Tailored:** Public participation methods will be tailored to match local and cultural preferences as much as possible.
- **Flexible:** The public participation process will accommodate participation in a variety of ways and will be adjusted over time as needed.

Public Participation Methods

The methods of public participation included in this PPP were developed based upon best practices in conjunction with the needs and capabilities of Charlotte County Transit. Charlotte County Transit intends to achieve meaningful public participation by a variety of methods with respect to service and any changes to service.

Charlotte County Transit will conduct community meetings and listening sessions as appropriate with passengers, employers, community based organizations, and advisory committees to gather public input and distribute information about service quality, proposed changes or new service options.

The public will be invited to provide feedback to the Charlotte County Transit Division. The public will be able to call the Charlotte County Transit office at 941-833-6241 during its hours of operation. Feedback collected over the phone will be recorded and passed on to Charlotte County Transit management. Formal customer surveys to measure performance, and listening sessions to solicit input, will be conducted periodically. The comments recorded as a part of these participation methods will be responded to as appropriate.

Meeting formats will be tailored to help achieve specific public participation goals that vary by project or the nature of the proposed adjustment of service. Some meetings will be designed to share information and answer questions. Some will be designed to engage the public in providing input, establishing priorities, and helping to achieve consensus on a specific recommendation. Others will be conducted to solicit and consider public comments before implementing proposed adjustments to services. In each case, an agenda for the meetings will be created that work to achieve the stated goals and is relevant to the subject and not overwhelming for the public.

For all public meetings, the venue will be a facility that is accessible for persons with disabilities and, preferably, is served by public transit. If a series of meetings are scheduled on a topic, different meeting locations may be used, since no one location is usually convenient to all participants.

For community meetings and other important information, Charlotte County Transit will use a variety of means to make riders and citizens aware, including some or all of the following methods:

- In-vehicle advertisement
- Posters or brochures in transit center
- Posting information on website, Facebook and Twitter
- Press releases and briefings to media outlets
- Multilingual flyer distribution to community based organizations, particularly those that target LEP population
- Flyers and information distribution through various locations that currently help distribute other information.
- Communications to relevant elected officials
- Other methods required by local or state laws or agreements

All information and materials communicating proposed and actual service adjustments will be provided in English and any other language that meets the “safe harbor” criteria.

Please see Charlotte County – Punta Gorda MPO Public Participation Plan pdf attachment named New-PPP-March-2019. Also, please see Creation of the MPO Interlocal Agreement.

Charlotte County Transit Language Assistance Plan (LAP)

I. Introduction

Charlotte County Transit operates a transit system within Charlotte County. Charlotte County Transit Service Area includes: Englewood, Port Charlotte, Punta Gorda, and the surrounding areas. The Language Assistance Plan (LAP) has been prepared to address Charlotte County Transit's responsibilities as they relate to the needs of individuals with Limited English Proficiency (LEP). Individuals, who have a limited ability to read, write, speak or understand English are LEP. In the Charlotte County Transit service area there are 167,839 residents or 3.44% who describe themselves as not able to communicate in English "very well" (Source: US Census). Charlotte County Transit is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP. Charlotte County Transit has utilized the U.S. Department of Transportation (USDOT) LEP Guidance Handbook and performed a four factor analysis to develop its LAP.

The U.S. Department of Transportation Handbook, titled "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers, (April 13, 2007) " (hereinafter "Handbook"), states that Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and its implementing regulations provide that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance (Handbook, page 5). The Handbook further adds that Title VI prohibits conduct that has a disproportionate effect on LEP persons because such conduct constitutes national origin discrimination (Handbook, page 5).

Executive Order 13166 of August 16, 2000 states that recipients of Federal financial assistance must take reasonable steps to ensure meaningful access to their programs and activities by LEP persons (Handbook, page 6). Additionally recipients should use the DOT LEP Guidance to determine how best to comply with statutory and regulatory obligations to provide meaningful access to the benefits, services, information and other important portions of their programs and activities for individuals who are LEP (Handbook, page 6). These provisions are included in FTA Circular 4702.1B in Paragraph 9 of Chapter III (pages III-6 to III-9).

For many LEP individuals, public transit is the principal transportation mode available. It is important for Charlotte County Transit be able to communicate effectively with all of its riders. When Charlotte County Transit is able to communicate effectively with all of its riders, the service provided is safer, more reliable, convenient, and accessible for all within its service area. Charlotte County Transit is committed to taking reasonable steps to ensure meaningful access for LEP individuals to this agency's services in accordance with Title VI.

This plan will demonstrate the efforts that Charlotte County Transit undertakes to make its service accessible to all persons without regard to their ability to communicate in English. The plan addresses how services will be provided through general guidelines and procedures including the following:

- Identification: Identifying LEP populations in service areas
- Notification: Providing notice to LEP individuals about their right to language services
- Interpretation: Offering timely interpretation to LEP individuals upon request
- Translation: Providing timely translation of important documents
- Staffing: Identifying Charlotte County Transit staff to assist LEP customers
- Training: Providing training on LAP to responsible employees

II. Four Factor Analysis

The analysis provided in this report has been developed to identify LEP population that may use Charlotte County Transit services and identify needs for language assistance. This analysis is based on the “Four Factor Analysis” presented in the Implementing the Department of Transportation’s Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons, dated April 13, 2007, which considers the following factors:

1. The number and proportion of LEP persons in the service area who may be served or are likely to encounter a Charlotte County Transit program, activity or service.
2. The frequency with which LEP persons come in contact with Charlotte County Transit programs, activities or services.
3. The nature and importance of programs, activities or services provided by Charlotte County Transit to the LEP population.
4. The resources available to Charlotte County Transit and overall costs to provide LEP assistance

a. Factor 1: The Number and Proportion of LEP Persons Serviced or Encountered in the Eligible Service Population

Of the 167,839 residents in the Charlotte County Transit service area 5,774 residents describe themselves as speaking English less than “very well”. People of Spanish descent are the primary LEP persons likely to utilize Charlotte County Transit services. For the Charlotte County Transit service area, the American Community Survey of the U.S. Census Bureau shows that among the area’s population 96.6% speak English only or speak English “very well”. For groups who speak English “less than very well”, 1.8% Spanish and 1.2% speak Other Indo European Language. See Page 23 which consist of a table that lists the languages spoken at home by the ability to speak English for the population within the Charlotte County Transit service area).

b. Factor 2: The Frequency with which LEP Individuals Come into Contact with Your Programs, Activities, and Services

The Federal guidance for this factor recommends that agencies should assess the frequency with which they have contact with LEP individuals from different language groups. The more frequent the contact with a particular LEP language group, the more likely enhanced services will be needed.

Overall, the small, but growing size of the LEP population in this region will likely increase. Many of the speakers of languages other than English speak English very well, and so they are not considered part fo the LEP population. However, to date, only a very few requests have been made by either individuals, or groups directly to the Division for Spanish or other language interpreters or publications.

c. Factor 3: The Nature and Importance of the Program, Activity, or Service Provided by the Recipient to People’s Lives

Transit services use federal funds to provide transportation projects, and therefore include direct services that have at times required vital, immediate or emergency assistance, or services for basic needs (like food or shelter). Hurricane evacuations with Hurricane Irma 2017 and relief provision during and after Hurricane Charley in 2004 are prime examples.

Charlotte County Transit must ensure that all segments of the population, including LEP persons, have been involved or have had the opportunity to use Transit services available in a fashion consistent with the goal of the Federal Environmental Justice program and policy.

Charlotte County Transit has an application for Transportation Disadvantaged services that provide reduced fare for individuals who are physically or otherwise disabled, 60 years of age or older, or qualify as low income. A Spanish version of the Transportation Disadvantaged Application, Charlotte County Transit Brochure, Title VI Complaint form, and Reasonable Modification policy on the agency's website.

d. Factor 4: The Resources Available to the Recipient and Costs

Charlotte County Transit recognizes the importance of providing language assistance to the growing LEP community.

The Transit Division will continue efforts to collaborate with state and local agencies to provide language translation and interpretation services when practical and in consideration of the funding available. Spanish and other language outreach materials from organizations such as federal, state, and local transportation agencies will be used when possible. As new Census data becomes available, Transit will monitor increases in the LEP population and adjust its policy accordingly.

Transit will consider new techniques to reach the LEP population, such as (1) the translation of key elements of the Transit web site, (2) the pursuit of other user-friendly multi-lingual software applications compatible with the web content management system currently used by Transit. On all Transit vehicles, there are Language identification flash cards (see pages 20-22). Transit will continue to use volunteer translators (multi-lingual drivers) listed below.

Translators

| | | | |
|---------------------------------|----------------------|----------------------|-----------------------|
| <i>WILBERT LOUIS</i> | <i>Creole</i> | <i>French</i> | <i>Spanish</i> |
| <i>RODRIGUE MACHARIE</i> | <i>Creole</i> | <i>French</i> | <i>Spanish</i> |
| <i>GREG PETERS</i> | | | <i>Spanish</i> |
| <i>NESLY TELFORT</i> | <i>Creole</i> | | <i>Spanish</i> |

III. Language Assistance Plan

In developing a Language Assistance Plan, FTA guidance recommends the analysis of the following five elements:

1. Identifying LEP individuals who need language assistance
2. Providing language assistance measures
3. Training staff
4. Providing notice to LEP persons
5. Monitoring and updating the plan

The five elements are addressed below.

a. Element 1: Identifying LEP Individuals Who Need Language Assistance

Federal guidance provides that there should be an assessment of the number or proportion of LEP individuals eligible to be serviced or encountered and the frequency of encounters pursuant to the first two factors in the four-factor analysis.

Charlotte County Transit has identified the number and proportion of LEP individuals within its service area using United States Census data. As presented earlier, 90.3% of the service area population speaks English only. The largest non-English spoken language in the service area is Spanish 5.1%. Of those whose primary spoken language is Spanish approximately 1.8% identify themselves as speaking less than “very well”. Those residents whose primary language is not English or Spanish and who identify themselves as speaking English less than “very well” account for 1.6% of the service area population.

Charlotte County Transit may identify language assistance need for an LEP group by:

1. Examining records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.
2. Having Census Bureau Language Identification Flashcards (page 20-22) available at Charlotte County Transit Meetings. This will assist Charlotte County Transit in identifying language assistance needs for future events and meetings.
3. Having Census Bureau Language Identification Flashcards on all transit vehicles to assist operators in identifying specific language assistance needs of passengers. If such individuals are encountered, vehicle operators will be instructed to obtain contact information to give to Charlotte County Transit management to follow-up.

b. Element 2: Language Assistance Measures

Federal Guidance suggests that an effective LAP should include information about the ways in which language assistance will be provided. This refers to listing the different language services an agency provides and how staff can access this information.

For this task Federal Guidance recommends that transit agencies consider developing strategies that train staff as to how to effectively deal with LEP individuals when they either call agency centers or otherwise interact with the agency. Transit staff determine the clients main language over the phone and forward the call to designated multi-lingual volunteers to translate.

Charlotte County Transit's goal is to provide user- friendly materials that will be appealing and easy to understand. Transit may provide on an "as needed" basis, executive summaries in alternative formats, such as newsletters or brochures, depending on the work product and passenger need. Transit provides a Spanish version of its brochure and Title VI Complaint Form on the agency's website.

c. Element 3: Training Staff

Federal guidance states staff members of an agency should know their obligations to provide meaningful access to information and services for LEP persons and that all employees in public contact positions should be properly trained.

Suggestions for implementing Element 3 of the Language Assistance Plan, involve: (1) identifying agency staff likely to come into contact with LEP individuals; (2) identifying existing staff training opportunities; (3) providing regular re-training for staff dealing with LEP individual needs; and (4) designing and implementing LEP training for agency staff.

The following training will be provided to Customer Service Representative:

1. Information on Title VI Procedures and LEP responsibilities
2. Use of Language Identification Flashcards
3. Documentation of language assistance requests
4. How to handle a potential Title VI/LEP complaint

d. Element 4: Providing Note to LEP Persons

Charlotte County Transit provides access to Title VI information available in English and Spanish on the Agency's website at www.charlottecountyfl.gov and facebook page <https://www.facebook.com/CharlotteCountyTransit/> . Notices are also posted in Charlotte County office lobby and in all transit vehicles. Additionally, when staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.

Charlotte County Transit defines an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language and transfers the meaning of written text from one language into another. Charlotte County Transit will request language interpreter services as needed.

As required under Title VI, at each transit meeting, Charlotte County Transit will provide Title VI material and include this material in an alternative language when applicable.

e. Element 5: Monitoring and Updating the Plan

The plan will be reviewed and updated on an ongoing basis. Updates will consider the following:

- The number of documented LEP person contacts encountered annually
- How the needs of LEP persons have been addressed
- Determination of the current LEP population in the service area

- Determination as to whether the need for translation services has changed
- Determine whether Charlotte County Transit financial resources are sufficient to fund language assistance resources needed

Charlotte County Transit understands the value that its service plays in the lives of individuals who rely on this service, and the importance of any measures undertaken to make the use of system easier. Charlotte County Transit is open to suggestions from all sources, including customers, Charlotte County Transit staff, other transportation agencies with similar experiences with LEP communities, and the general public, regarding additional methods to improve their accessibility to LEP communities.

IV. Safe Harbor Provision

DOT has adopted the Department of Justice's Safe Harbor Provision, which outlines circumstances that can provide a "safe harbor" for recipients regarding translation of written materials for LEP population. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation obligations. Translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

Charlotte County Transit's Spanish population that speaks English "less than very well" qualifies for the Safe Harbor Provision. Charlotte County Transit provides a brochure, Title VI Complaint form, Reasonable Modification policy, and Transportation Disadvantaged application in Spanish.

The Safe Harbor Provision applies to the translation of written documents only. They do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. Charlotte County Transit may determine, based on the Four Factor Analysis, that even though a language group meets the threshold specified by the Safe Harbor Provision, written translation may not be an effective means to provide language assistance measures.

2004
Census
Test

United States
Census
2010

LANGUAGE IDENTIFICATION FLASHCARD

- | | |
|--|------------------------|
| <input type="checkbox"/> ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية. | 1. Arabic |
| <input type="checkbox"/> խոսողո՞ւմ ե՞սք 'սչո՞ւմ կատարե՞ք այս քանակություն', եթե խոսողո՞ւմ կա՞մ կարողո՞ւմ եք հայերեն: | 2. Armenian |
| <input type="checkbox"/> যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন। | 3. Bengali |
| <input type="checkbox"/> សូមបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។ | 4. Cambodian |
| <input type="checkbox"/> Motka i kahhon ya yangin ōntōngnu' manaitai pat ōntōngnu' kumentos Chamorro. | 5. Chamorro |
| <input type="checkbox"/> 如果你能读中文或讲中文，请选择此框。 | 6. Simplified Chinese |
| <input type="checkbox"/> 如果你能讀中文或講中文，請選擇此框。 | 7. Traditional Chinese |
| <input type="checkbox"/> Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik. | 8. Croatian |
| <input type="checkbox"/> Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky. | 9. Czech |
| <input type="checkbox"/> Kruis dit vakje aan als u Nederlands kunt lezen of spreken. | 10. Dutch |
| <input type="checkbox"/> Mark this box if you read or speak English. | 11. English |
| <input type="checkbox"/> اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید. | 12. Farsi |

DB-3309

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

| | |
|---|--------------------|
| <input type="checkbox"/> Cocher ici si vous lisez ou parlez le français. | 13. French |
| <input type="checkbox"/> Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen. | 14. German |
| <input type="checkbox"/> Σημειώστε αυτό το πλαίσιο αν διαβάσετε ή μιλάτε Ελληνικά. | 15. Greek |
| <input type="checkbox"/> Make kazye sa a si ou li oswa ou pale kreyòl ayisyen. | 16. Haitian Creole |
| <input type="checkbox"/> अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ। | 17. Hindi |
| <input type="checkbox"/> Kos lub voj no yog koj paub twm thiab hais lus Hmoob. | 18. Hmong |
| <input type="checkbox"/> Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet. | 19. Hungarian |
| <input type="checkbox"/> Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano. | 20. Ilocano |
| <input type="checkbox"/> Marchi questa casella se legge o parla italiano. | 21. Italian |
| <input type="checkbox"/> 日本語を読んだり、話せる場合はここに印を付けてください。 | 22. Japanese |
| <input type="checkbox"/> 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오. | 23. Korean |
| <input type="checkbox"/> ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ. | 24. Laotian |
| <input type="checkbox"/> Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim. | 25. Polish |

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| | | |
|--------------------------|--|----------------|
| <input type="checkbox"/> | Assinale este quadrado se você lê ou fala português. | 26. Portuguese |
| <input type="checkbox"/> | Însemnați această căsuță dacă citiți sau vorbiți românește. | 27. Romanian |
| <input type="checkbox"/> | Пометьте этот квадратик, если вы читаете или говорите по-русски. | 28. Russian |
| <input type="checkbox"/> | Обележите овај квадратик уколико читате или говорите српски језик. | 29. Serbian |
| <input type="checkbox"/> | Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky. | 30. Slovak |
| <input type="checkbox"/> | Marque esta casilla si lee o habla español. | 31. Spanish |
| <input type="checkbox"/> | Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog. | 32. Tagalog |
| <input type="checkbox"/> | ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย. | 33. Thai |
| <input type="checkbox"/> | Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga. | 34. Tongan |
| <input type="checkbox"/> | Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою. | 35. Ukranian |
| <input type="checkbox"/> | اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔ | 36. Urdu |
| <input type="checkbox"/> | Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ. | 37. Vietnamese |
| <input type="checkbox"/> | באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש. | 38. Yiddish |

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U.S. CENSUS BUREAU

| Charlotte County Total Population: 167,839 | | | | |
|---|---|-------------------------------------|--|-----------------------------|
| <i>Per: U.S. Census Bureau; S1601 Language Spoken at Home; 2013-2017 American Community Survey 5-Year Estimates</i> | | | | |
| Language Spoken | Number of People Who Speak Foreign Language | % Speak English Less Than Very Well | Number Who Speak English Less than Very Well | Percent of Total Population |
| Spanish | 8,561 | 35.4% | 3,027 | 1.8% |
| Other Indo European Language | 6,045 | 33.2% | 2,009 | 1.2% |
| Asian & Pacific Islands | 1,090 | 45.7% | 498 | 0.3% |
| Other | 595 | 40.3% | 240 | 0.1% |
| Total | 16,291 | | 5,774 | |

| Unincorporated Charlotte County Population: 149,412 | | | | |
|---|---|-------------------------------------|--|-----------------------------|
| <i>Per: U.S. Census Bureau; S1601 Language Spoken at Home; 2013-2017 American Community Survey 5-Year Estimates</i> | | | | |
| Language Spoken | Number of People Who Speak Foreign Language | % Speak English Less Than Very Well | Number Who Speak English Less than Very Well | Percent of Total Population |
| Spanish | 7,907 | 34.0% | 2,685 | 1.8% |
| Other Indo European Language | 5,497 | 33.7% | 1,851 | 1.2% |
| Asian & Pacific Islands | 1,012 | 47.2% | 478 | 0.3% |
| Other | 595 | 40.3% | 240 | 0.2% |
| Total | 15,011 | | 5,254 | |

| Punta Gorda Population: 18,427 | | | | |
|---|---|-------------------------------------|--|-----------------------------|
| <i>Per: U.S. Census Bureau; S1601 Language Spoken at Home; 2013-2017 American Community Survey 5-Year Estimates</i> | | | | |
| Language Spoken | Number of People Who Speak Foreign Language | % Speak English Less Than Very Well | Number Who Speak English Less than Very Well | Percent of Total Population |
| Spanish | 654 | 52.3% | 342 | 1.9% |
| Other Indo European Language | 548 | 28.8% | 158 | 0.9% |
| Asian & Pacific Islands | 78 | 25.6% | 20 | 0.1% |
| Other | 0 | 0.0% | 0 | 0.0% |
| Total | 1280 | | 520 | |

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Technical Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities, and towns and estimates of housing units for states and counties.

| Subject | Charlotte County, Florida | | | | | |
|-------------------------------------|---------------------------|-----------------|----------|-----------------|---|-----------------|
| | Total | | Percent | | Percent of specified language speakers | |
| | Estimate | Margin of Error | Estimate | Margin of Error | Speak English only or speak English "very well" | Margin of Error |
| Population 5 years and over | 167,839 | +/-94 | (X) | (X) | 162,065 | +/-744 |
| Speak only English | 151,548 | +/-1,017 | 90.3% | +/-0.6 | (X) | (X) |
| Speak a language other than English | 16,291 | +/-1,011 | 9.7% | +/-0.6 | 10,517 | +/-712 |
| SPEAK A LANGUAGE OTHER THAN ENGLISH | | | | | | |
| Spanish | 8,561 | +/-577 | 5.1% | +/-0.3 | 5,534 | +/-574 |
| 5 to 17 years old | 1,170 | +/-235 | 0.7% | +/-0.1 | 999 | +/-227 |
| 18 to 64 years old | 5,849 | +/-522 | 3.5% | +/-0.3 | 3,820 | +/-546 |
| 65 years old and over | 1,542 | +/-168 | 0.9% | +/-0.1 | 715 | +/-219 |
| Other Indo-European languages | 6,045 | +/-757 | 3.6% | +/-0.5 | 4,036 | +/-545 |
| 5 to 17 years old | 288 | +/-209 | 0.2% | +/-0.1 | 273 | +/-206 |
| 18 to 64 years old | 2,505 | +/-463 | 1.5% | +/-0.3 | 1,641 | +/-334 |
| 65 years old and over | 3,252 | +/-427 | 1.9% | +/-0.3 | 2,122 | +/-361 |
| Asian and Pacific Island languages | 1,090 | +/-236 | 0.6% | +/-0.1 | 592 | +/-142 |
| 5 to 17 years old | 30 | +/-36 | 0.0% | +/-0.1 | 30 | +/-36 |
| 18 to 64 years old | 787 | +/-205 | 0.5% | +/-0.1 | 479 | +/-144 |
| 65 years old and over | 273 | +/-121 | 0.2% | +/-0.1 | 83 | +/-52 |

| Subject | Charlotte County, Florida | | | | | |
|-------------------------------------|---------------------------|-----------------|----------|-----------------|---|-----------------|
| | Total | | Percent | | Percent of specified language speakers | |
| | | | | | Speak English only or speak English "very well" | |
| | Estimate | Margin of Error | Estimate | Margin of Error | Estimate | Margin of Error |
| Other languages | 595 | +/-232 | 0.4% | +/-0.1 | 355 | +/-187 |
| 5 to 17 years old | 44 | +/-47 | 0.0% | +/-0.1 | 24 | +/-35 |
| 18 to 64 years old | 466 | +/-201 | 0.3% | +/-0.1 | 315 | +/-174 |
| 65 years old and over | 85 | +/-75 | 0.1% | +/-0.1 | 16 | +/-26 |
| CITIZENS 18 YEARS AND OVER | | | | | | |
| All citizens 18 years old and over | 144,514 | +/-723 | (X) | (X) | 141,255 | +/-858 |
| Speak only English | 133,386 | +/-926 | 92.3% | +/-0.5 | (X) | (X) |
| Speak a language other than English | 11,128 | +/-731 | 7.7% | +/-0.5 | 7,869 | +/-646 |
| Spanish | 5,499 | +/-499 | 3.8% | +/-0.3 | 4,034 | +/-534 |
| Other languages | 5,629 | +/-568 | 3.9% | +/-0.4 | 3,835 | +/-441 |

| Subject | Charlotte County, Florida | | | | | |
|-------------------------------------|---|----------|-----------------|---|-----------------|----------|
| | Percent of specified language speakers | | | Percent speak English less than "very well" | | |
| | Percent speak English only or speak English "very well" | Estimate | Margin of Error | Estimate | Margin of Error | Estimate |
| Population 5 years and over | 96.6% | +/-0.4 | 5,774 | +/-734 | 3.4% | +/-0.4 |
| Speak only English | (X) | (X) | (X) | (X) | (X) | (X) |
| Speak a language other than English | 64.6% | +/-3.3 | 5,774 | +/-734 | 35.4% | +/-3.3 |
| SPEAK A LANGUAGE OTHER THAN ENGLISH | | | | | | |
| Spanish | 64.6% | +/-5.1 | 3,027 | +/-481 | 35.4% | +/-5.1 |
| 5 to 17 years old | 85.4% | +/-7.2 | 171 | +/-85 | 14.6% | +/-7.2 |
| 18 to 64 years old | 65.3% | +/-7.0 | 2,029 | +/-436 | 34.7% | +/-7.0 |
| 65 years old and over | 46.4% | +/-12.1 | 827 | +/-183 | 53.6% | +/-12.1 |
| Other Indo-European languages | 66.8% | +/-5.1 | 2,009 | +/-430 | 33.2% | +/-5.1 |
| 5 to 17 years old | 94.8% | +/-7.4 | 15 | +/-21 | 5.2% | +/-7.4 |
| 18 to 64 years old | 65.5% | +/-8.7 | 864 | +/-294 | 34.5% | +/-8.7 |
| 65 years old and over | 65.3% | +/-7.6 | 1,130 | +/-291 | 34.7% | +/-7.6 |
| Asian and Pacific Island languages | 54.3% | +/-12.7 | 498 | +/-204 | 45.7% | +/-12.7 |
| 5 to 17 years old | 100.0% | +/-60.1 | 0 | +/-31 | 0.0% | +/-60.1 |
| 18 to 64 years old | 60.9% | +/-15.5 | 308 | +/-165 | 39.1% | +/-15.5 |
| 65 years old and over | 30.4% | +/-27.9 | 190 | +/-137 | 69.6% | +/-27.9 |
| Other languages | 59.7% | +/-16.4 | 240 | +/-113 | 40.3% | +/-16.4 |
| 5 to 17 years old | 54.5% | +/-54.5 | 20 | +/-34 | 45.5% | +/-54.5 |
| 18 to 64 years old | 67.6% | +/-17.5 | 151 | +/-84 | 32.4% | +/-17.5 |
| 65 years old and over | 18.8% | +/-25.4 | 69 | +/-60 | 81.2% | +/-25.4 |
| CITIZENS 18 YEARS AND OVER | | | | | | |
| All citizens 18 years old and over | 97.7% | +/-0.3 | 3,259 | +/-433 | 2.3% | +/-0.3 |
| Speak only English | (X) | (X) | (X) | (X) | (X) | (X) |
| Speak a language other than English | 70.7% | +/-3.4 | 3,259 | +/-433 | 29.3% | +/-3.4 |
| Spanish | 73.4% | +/-5.1 | 1,465 | +/-268 | 26.6% | +/-5.1 |
| Other languages | 68.1% | +/-4.7 | 1,794 | +/-341 | 31.9% | +/-4.7 |

| Subject | Punta Gorda city, Florida | | | | Percent of specified language speakers | |
|-------------------------------------|---------------------------|-----------------|----------|-----------------|---|-----------------|
| | Total | | Percent | | Speak English only or speak English "very well" | |
| | Estimate | Margin of Error | Estimate | Margin of Error | Estimate | Margin of Error |
| Population 5 years and over | 18,427 | +/-131 | (X) | (X) | 17,907 | +/-212 |
| Speak only English | 17,147 | +/-392 | 93.1% | +/-1.9 | (X) | (X) |
| Speak a language other than English | 1,280 | +/-348 | 6.9% | +/-1.9 | 760 | +/-244 |
| SPEAK A LANGUAGE OTHER THAN ENGLISH | | | | | | |
| Spanish | 654 | +/-251 | 3.5% | +/-1.4 | 312 | +/-158 |
| 5 to 17 years old | 26 | +/-43 | 0.1% | +/-0.2 | 0 | +/-21 |
| 18 to 64 years old | 456 | +/-178 | 2.5% | +/-1.0 | 278 | +/-161 |
| 65 years old and over | 172 | +/-112 | 0.9% | +/-0.6 | 34 | +/-33 |
| Other Indo-European languages | 548 | +/-172 | 3.0% | +/-0.9 | 390 | +/-147 |
| 5 to 17 years old | 5 | +/-7 | 0.0% | +/-0.1 | 5 | +/-7 |
| 18 to 64 years old | 263 | +/-118 | 1.4% | +/-0.6 | 189 | +/-103 |
| 65 years old and over | 280 | +/-105 | 1.5% | +/-0.6 | 196 | +/-77 |
| Asian and Pacific Island languages | 78 | +/-62 | 0.4% | +/-0.3 | 58 | +/-58 |
| 5 to 17 years old | 0 | +/-21 | 0.0% | +/-0.2 | 0 | +/-21 |
| 18 to 64 years old | 48 | +/-52 | 0.3% | +/-0.3 | 48 | +/-52 |
| 65 years old and over | 30 | +/-33 | 0.2% | +/-0.2 | 10 | +/-17 |
| Other languages | 0 | +/-21 | 0.0% | +/-0.2 | 0 | +/-21 |
| 5 to 17 years old | 0 | +/-21 | 0.0% | +/-0.2 | 0 | +/-21 |
| 18 to 64 years old | 0 | +/-21 | 0.0% | +/-0.2 | 0 | +/-21 |
| 65 years old and over | 0 | +/-21 | 0.0% | +/-0.2 | 0 | +/-21 |
| CITIZENS 18 YEARS AND OVER | | | | | | |
| All citizens 18 years old and over | 17,303 | +/-267 | (X) | (X) | 17,030 | +/-302 |
| Speak only English | 16,328 | +/-424 | 94.4% | +/-1.8 | (X) | (X) |
| Speak a language other than English | 975 | +/-312 | 5.6% | +/-1.8 | 702 | +/-240 |
| Spanish | 466 | +/-211 | 2.7% | +/-1.2 | 301 | +/-158 |
| Other languages | 509 | +/-176 | 2.9% | +/-1.0 | 401 | +/-149 |

| Subject | Punta Gorda city, Florida | | | | | |
|-------------------------------------|---|-----------------|----------|--|----------|---|
| | Percent speak English only or speak English "very well" | | | Percent of specified language speakers | | Percent speak English less than "very well" |
| | Estimate | Margin of Error | Estimate | Margin of Error | Estimate | Margin of Error |
| Population 5 years and over | 97.2% | +/-1.0 | 520 | +/-189 | 2.8% | +/-1.0 |
| Speak only English | (X) | (X) | (X) | (X) | (X) | (X) |
| Speak a language other than English | 59.4% | +/-9.9 | 520 | +/-189 | 40.6% | +/-9.9 |
| SPEAK A LANGUAGE OTHER THAN ENGLISH | | | | | | |
| Spanish | 47.7% | +/-15.0 | 342 | +/-165 | 52.3% | +/-15.0 |
| 5 to 17 years old | 0.0% | +/-64.5 | 26 | +/-43 | 100.0% | +/-64.5 |
| 18 to 64 years old | 61.0% | +/-20.7 | 178 | +/-105 | 39.0% | +/-20.7 |
| 65 years old and over | 19.8% | +/-23.0 | 138 | +/-111 | 80.2% | +/-23.0 |
| Other Indo-European languages | 71.2% | +/-11.6 | 158 | +/-74 | 28.8% | +/-11.6 |
| 5 to 17 years old | 100.0% | +/-100.0 | 0 | +/-21 | 0.0% | +/-100.0 |
| 18 to 64 years old | 71.9% | +/-20.5 | 74 | +/-59 | 28.1% | +/-20.5 |
| 65 years old and over | 70.0% | +/-14.5 | 84 | +/-55 | 30.0% | +/-14.5 |
| Asian and Pacific Island languages | 74.4% | +/-38.4 | 20 | +/-30 | 25.6% | +/-38.4 |
| 5 to 17 years old | - | ** | 0 | +/-21 | - | ** |
| 18 to 64 years old | 100.0% | +/-47.5 | 0 | +/-21 | 0.0% | +/-47.5 |
| 65 years old and over | 33.3% | +/-59.3 | 20 | +/-30 | 66.7% | +/-59.3 |
| Other languages | - | ** | 0 | +/-21 | - | ** |
| 5 to 17 years old | - | ** | 0 | +/-21 | - | ** |
| 18 to 64 years old | - | ** | 0 | +/-21 | - | ** |
| 65 years old and over | - | ** | 0 | +/-21 | - | ** |
| CITIZENS 18 YEARS AND OVER | | | | | | |
| All citizens 18 years old and over | 98.4% | +/-0.8 | 273 | +/-140 | 1.6% | +/-0.8 |
| Speak only English | (X) | (X) | (X) | (X) | (X) | (X) |
| Speak a language other than English | 72.0% | +/-10.6 | 273 | +/-140 | 28.0% | +/-10.6 |
| Spanish | 64.6% | +/-18.3 | 165 | +/-118 | 35.4% | +/-18.3 |
| Other languages | 78.8% | +/-11.1 | 108 | +/-67 | 21.2% | +/-11.1 |

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

Methodological changes to data collection in 2013 may have affected language data for 2013. Users should be aware of these changes when using 2013 data or multi-year data containing data from 2013. For more information, see: Language User Note.

While the 2013-2017 American Community Survey (ACS) data generally reflect the February 2013 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas, in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Estimates of urban and rural populations, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates

Explanation of Symbols:

1. An '***' entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
2. An '-' entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An '-' entry following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An '+' entry following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An '****' entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
6. An '*****' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An 'X' means that the estimate is not applicable or not available.

CHARLOTTE COUNTY TRANSIT

NON-ELECTED COMMITTEES/BOARDS

| Committees/Councils | Minority Encouragement Usage | Race Breakdown |
|--|-----------------------------------|----------------------------|
| 10 Year Plan Committee | Outreach/Translation Services | Non-reporting at this time |
| Access to Health Care | Outreach/Translation Services | Non-reporting at this time |
| CC Community Transportation Coordination | Outreach/Translation Services | Non-reporting at this time |
| CC Homeless Coalition | Outreach/Translation Services | Non-reporting at this time |
| CC Justice Center | Outreach/Translation Services | Non-reporting at this time |
| Cultural Center | Outreach/Translation Services | Non-reporting at this time |
| FTA | Translation Services/211 Referral | Non-reporting at this time |
| Metropolitan Planning Organization (MPO) | Translation Services/211 Referral | Non-reporting at this time |
| OAA | Translation Services/211 Referral | Non-reporting at this time |
| Transit Watch | Translation Services/211 Referral | Non-reporting at this time |
| Transportation Disadvantage Commission (TDC) | Translation Services/211 Referral | Non-reporting at this time |
| United Way Needs Assessment | Outreach/Translation Services | Non-reporting at this time |

Charlotte County Transit Title VI Equity Analysis

Title 49 CFR, Appendix C, Section (3)(iv) requires that “the location of projects requiring land acquisition and the displacement of persons from their residences and business may not be determined on the basis of race, color, or national origin.” For purposes of this requirement, “facilities” does not include bus shelters, as they are considered transit amenities. It also does not include transit stations, power substations, or any other project evaluated by the National Environmental Policy Act (NEPA) process. Facilities included in the provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc. In order to comply with the regulations, Charlotte County Transit will ensure the following:

1. Charlotte County Transit will complete a Title VI equity analysis for any facility during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. Charlotte County Transit will engage in outreach to persons potentially impacted by the siting of the facility. The Title VI equity analysis must compare the equity impacts of various siting alternatives, and the analysis must occur before the selection of the preferred site.
2. When evaluating locations of facilities, Charlotte County Transit will give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result. Analysis should be done at the Census tract or block group level where appropriate to ensure that proper perspective is given to localized impacts.
3. If Charlotte County Transit determines that the location of the project will result in a disparate impact on the basis of race, color, or national origin, Charlotte County Transit may only locate the project in that location if there is a substantial legitimate justification for locating the project there, and where there are no alternative locations that would have a less disparate impact on the basis of race, color, or national origin. Charlotte County Transit must demonstrate and document how both tests are met. Charlotte County Transit will consider and analyze alternatives to determine whether those alternatives would have less of a disparate impact on the basis of race, color, or national origin, and then implement the least discriminatory alternative.

Charlotte County Transit has planned the following facility.

- Veterans Blvd Transit Operations Building and Yard

The Title VI Equity Analysis report prepared during the planning stage is included in Appendix J of this Title VI Plan.

Title VI Equity Analysis for the Veteran's Boulevard Transit Facility

Title 49 CFR, Appendix C, Section (3)(iv) requires that "the location of projects requiring land acquisition and the displacement of persons from their residences and business may not be determined on the basis of race, color, or national origin." Charlotte County Transit completed a Title VI equity analysis for THE VETERAN'S BOULEVARD OPERATIONS BUILDING AND TRANSIT YARD during the planning stage to ensure that the location is selected without regard to race, color, or national origin.

Purpose and need for the facility:

Charlotte County Transit Operations & Yard needs to relocate from the current Airport Road location. The site selected is already vacant, located at the corner of Veterans & Atwater surrounded by the other Government enterprise business (the landfills' recycling drop-off and the County fueling site.)

The property will help ensure the buses are fueled every evening and it will not add vehicle miles to the fleet. The new site is centrally located to the service needs of the County. Thus, we will have less deadhead, vehicle miles and driver hours expended.

We will be building a new Transit Operating building which will house all Operation and Administrative staff. We look forward to purchasing the property FY16 and starting construction FY18. (Property was purchased FY18 and starting construction FY20).

Service area population characteristics:

The 2010 Census defined the following population characteristics for the [Charlotte County Transit Service Area]:

- 84.8% White,
- 9.3% Black,
- 8.7% Hispanic

However, 12.7% of Charlotte County residents live in poverty. The median age for Charlotte County residents is 56.9 years young. **Alternative locations considered:**

As you can use the maps provided in Appendix I as the base. The demographic maps included in Appendix I show the distribution of minority, low income population, and the LEP population across the Charlotte County Transit service area are not affected.

Equity impacts of siting alternatives:

As you can clearly see the planned project site boundaries have no impact to any minority population in the area, whether it is residential or business.

Charlotte County Transit gave attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result. Analysis was done at the Census tract or block group level where appropriate to ensure that proper perspective is given to localized impacts which are all positively received, CCT determined that the location of the project will result in a no disparate impact on the basis of race, color, or national origin.

Alternative 1

There is no need to select any other alternative site location as this site is large enough to accommodate CCT current and future needs. This Veterans site is currently available and poses no threat to the environment, current businesses or residents in the area as the property is vacant.

The preferred alternative involves demolition and construction of a new multimodal transportation facility. The demolition removes aged parking structure, commercial building. The new construction replaces the removed structures with a new multimodal transportation facility. These improvements do not displace, temporarily or long term, any low income or minority housing or businesses. Rather, the preferred alternative provides business opportunities within the central County location, improved accessibility to multiple forms of transportation, and the ability to expand transit service. The preferred alternative is located only 3 blocks away from the current transit maintenance center where it will continue to provide transit service to low income and minority populations. The preferred alternative is conveniently located to service low wage jobs, semi-skilled jobs, all of which are serviced by Charlotte County Transit.

The Charlotte County Transit Division has held numerous meetings that have discussed relocating the existing transit center and the preferred alternative. Additional public meetings, will be held over the next year to be open to the public and of these public meetings Environmental Justice population will be notified. The public meetings were held at times and locations that allow environmental justice population to attend. The public open houses will be held during the later afternoon through early evening at the existing Charlotte County Transit Center.

There will be temporary air, noise and vibration impacts during construction of the population. These impacts are not an adverse effect nor disproportionately towards the EJ population.

The preferred alternative provides improved aesthetic values and health conditions to the EJ population, and the community as a whole, through the removal of existing structures that are in disrepair. The preferred alternative would have a positive impact on minority and low income populations because it would improve Charlotte County Transit's ability to continue, and expand, transit service to the high percentage of this population throughout the service area. The preferred alternative would also improve accessibility to multimodal transportation options and provide potential business opportunities to low income and minority populations through vendor and small retail opportunities. The preferred alternative increases access and connectivity to the given and broader community.

The preferred alternative would not result in any permanent destruction or disruption of:

- Community cohesion or community's economic vitality,
- Availability of public and private facilities and services

Nor would the preferred alternative result in:

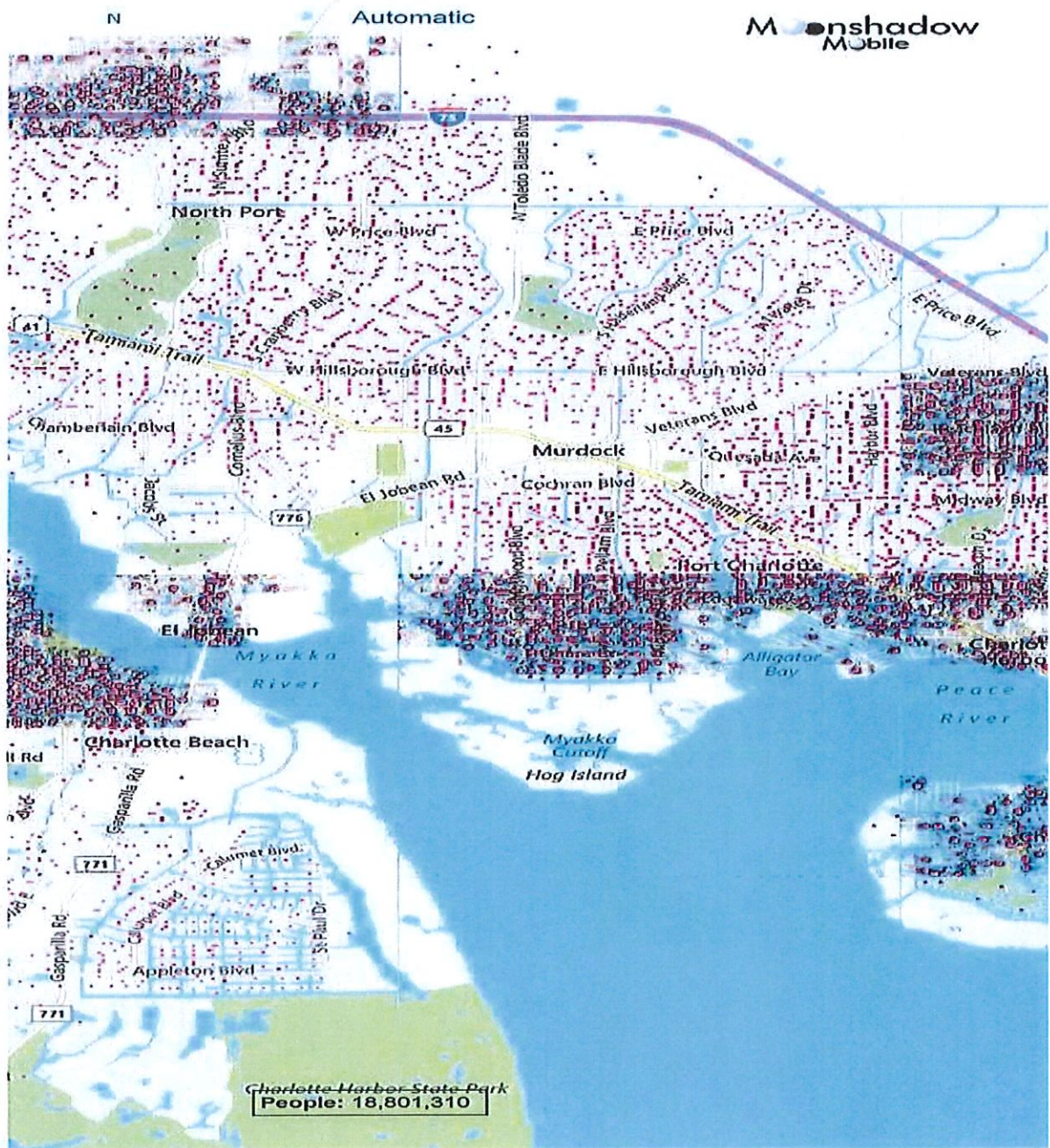
- Displacement of persons, businesses, or nonprofit organizations,
- Increased traffic congestions, isolation, exclusion, or separation of minority or low-income individuals within a given community or from the broader community.

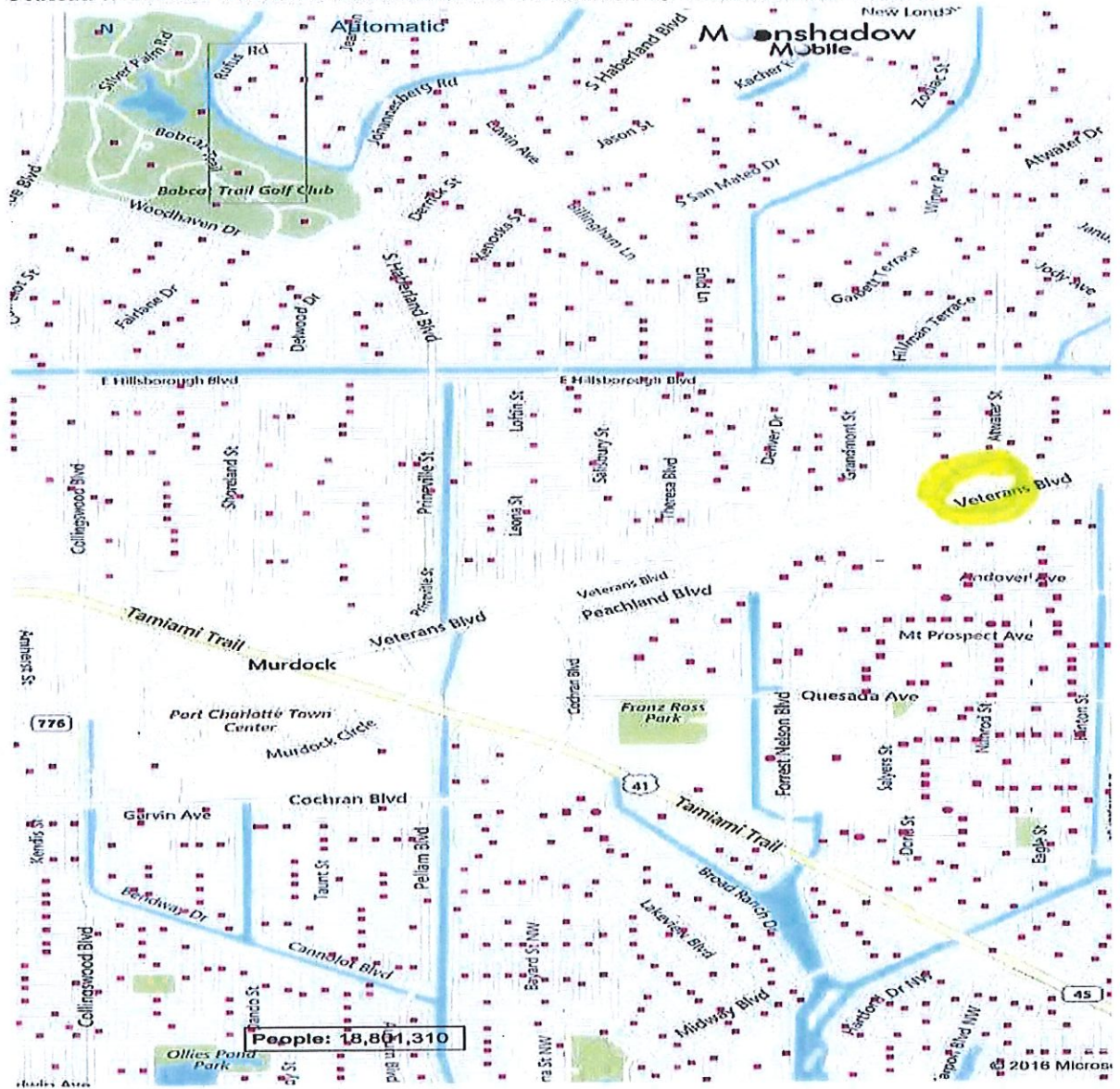
Mitigation:

The phasing of the construction will not have impacts to any adjacent businesses along Veterans Blvd. Transit service would be maintained throughout construction of the project and the low income/minority populations would be kept apprised of the construction schedule, business opportunities and changes in if any transit routes. Please keep in mind that Charlotte County Transit is a paratransit system. Charlotte County Transit will create a Public Participation Plan that will allow comments or complaints to be easily documented with an established process for responding to any and all comments.

Charlotte County Transit has provided the public with public outreach and opportunities to comment on the design of the preferred alternative.

In summary, no adverse impacts are anticipated and no mitigation measures will be required, beyond establishment of a public participation plan.







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FL 2014 Adults

Census 2010 Race

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QS: 3.17.64 / CI: 4.0.3

Patent pending

[CLOSE](#)

COUNTY OF CHARLOTTE

Board of County Commissioners

18500 Murdock Circle

Port Charlotte, FL 33948

www.CharlotteCountyFL.gov

County Commissioners

Ken Doherty, District 1, Chairman
Bill Truex, District 3, Vice-Chairman
Christopher Constance, District 2
Stephen R. Deutsch, District 4
Joseph Tiseo, District 5



County Administrator

Raymond J. Sandrock

County Attorney

Janette S. Knowlton

Clerk of the Circuit Court

Roger D. Eaton

Regular and Land Use Meeting

December 11, 2018 9:00 AM

18500 Murdock Circle, Commission Chambers, Room #119

Charlotte County Board of County Commissioners does not discriminate on the basis of disability. This nondiscrimination policy involves every aspect of the County's functions, including access to and participation in meetings, programs and activities. FM Sound Enhancement Units for the Hearing Impaired are available at the Front Security Desk, Building A of the Murdock Administration Complex. Anyone needing other reasonable accommodation or auxiliary aids and services please contact our office at 941.743.1381, TDD/TTY 941.743.1234, or by email to David.Lyles@charlottecountyfl.gov.

SHOULD ANY AGENCY OR PERSON DECIDE TO APPEAL ANY DECISION MADE BY THE BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING, A RECORD OF THE PROCEEDING, AND FOR SUCH PURPOSE, A VERBATIM RECORD OF THE PROCEEDING IS REQUIRED, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

9:00 A.M.

Call to Order and Roll Call

Invocation- If you wish, please rise for the invocation

Brian Stolarczyk
Lutheran Church of the Cross

Pledge of Allegiance

Changes to the Agenda: See separate sheet.

Proclamations - Commissioner Stephen R. Deutsch

[Artist of the Month - Toni McNulty](#)

[CERT Month](#)

[Community Garden Month](#)

Employee Recognition

5. [Property Deletions for the month of December, 2018 \(Purchasing\)](#)

RECOMMENDED ACTION:

Approve the deletion of the property inventory items listed on the attached for the month of December, 2018.

BUDGETED ACTION:

No action needed.

Real Estate Services

6. [Punta Gorda - Charlotte Library FPL Easement](#)

RECOMMENDED ACTION:

Approve Resolution authorizing the Chairman to execute a Non-Exclusive Utility Easement to Florida Power & Light (FPL) to provide electrical service to the new Punta Gorda- Charlotte Library.

BUDGETED ACTION:

No action needed.

Risk Management

No Items.

Transit

7. [FY19-20 Transit Summary Resolution](#)

RECOMMENDED ACTION:

- a) Approve Summary Resolution authorizing the County Administrator, or his/her designee, to execute designated Transit Division grant applications, contracts, agreements and grant-related documents; and
- b) Authorize the County Administrator, or his/her designee, to execute grant-related Transportation Services Agreements.

BUDGETED ACTION:

No action needed.

G. Community Development

1. [Set a Public Hearing for Amendment to Chapter 3-2, Article III: Contractors, Journeymen, Etc.](#)

RECOMMENDED ACTION:

Set a Public Hearing for Tuesday January 8, 2019, at 10:00 a.m., or as soon thereafter as may be heard, in Room 119 at 18500 Murdock Circle, Port Charlotte, Florida, to consider an Ordinance amending Chapter 3-2: Building and Building Regulations, Article III: Contractors, Journeymen, etc. related to contractor licensing.

BUDGETED ACTION:

No action needed.

H. Community Services

Parks and Natural Resources

1. [HCP POA Fees Resolution](#)

RESOLUTION
NUMBER 2018-201

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CHARLOTTE COUNTY, FLORIDA, AUTHORIZING THE EXECUTION OF ALL DESIGNATED TRANSIT DIVISION GRANT APPLICATIONS, CONTRACTS, AGREEMENTS AND GRANT-RELATED DOCUMENTS, AND AUTHORIZING THE EXECUTION OF ALL TRANSPORTATION SERVICES AGREEMENTS, BY THE COUNTY ADMINISTRATOR OR HIS OR HER DESIGNEE.

RECITALS

WHEREAS, the Charlotte County Board of County Commissioners ("Board") has the authority to apply for and receive Transit grants, contracts, and joint participation agreements, including those from the Federal Transportation Administration, the Florida Department of Transportation, and the Commission on the Transportation Disadvantaged Trust Fund Grant as authorized by Chapter 341, Florida Statutes and/or Florida Transit Administration Act of 1964 as amended; and

WHEREAS, the Board participates in these programs through the grant application process; and

WHEREAS, such grant applications and associated contracts and documents often contain schedules requiring submittal by certain dates, usually representing an extremely short time frame; and

WHEREAS, such agreements are part of the Memorandum of Agreement subject to the approval of the Board and the Commission of the Transportation Disadvantaged; and

WHEREAS, the Transit Division provides transportation services by agreement with certain governmental- and non-profit entities/providers who serve Transportation

Disadvantaged populations, which services are funded from grant-related sources; and

WHEREAS, in order for the County's Transit designated grant applications, contracts and grant-related documents to be submitted in a timely fashion, the Board has determined that the County Administrator or his/her designee should be authorized to execute designated grant applications, contracts and other grant-related documents; and

WHEREAS, in order for the County's transportation services responsibilities to be carried out in a timely fashion, the Board has determined the County Administrator or his/her designee should be authorized to execute the transportation services agreements.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Charlotte County, Florida:

1. This Resolution applies to Federal Grant Programs under 49 U.S.C. Section 5307, 5310, 5311 and 5339 as well as the aforementioned grants from the Federal Transit Administration, the Florida Department of Transportation, including Block Grants, Service Development Grants, and the grants from the Florida Commission on the Transportation Disadvantaged, and associated Transportation Service Agreements.

2. The County Administrator or his/her designee is hereby authorized to execute any and all grant applications, contracts, agreements and other grant-related documents for the above referenced Transit grants programs.

3. The County Administrator or his/her designee is hereby authorized to execute any and all associated Transportation Service Agreements.

PASSED AND DULY ADOPTED this 11th day of December, 2018.

BOARD OF COUNTY COMMISSIONERS
CHARLOTTE COUNTY FLORIDA

By: 

Kenneth W. Doherty, Chairman



ATTEST:


Roger D. Eaton, Clerk of the
Circuit Court and Ex-Officio Clerk
of the Board of County Commissioners

By: 

Deputy Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

By: 

Janette S. Knowlton, County Attorney
LR18-0765 



Charlotte County Government

"To exceed expectations in the delivery of public services."

www.CharlotteCountyFL.com

December 11, 2018

I, Raymond J. Sandrock designate authority to the following individuals on my behalf pursuant to County Resolution 2018- and Resolution 95-187.

Hector Flores, Assistant County Administrator

Gordon Burger, Budget & Administrative Services Director

Richard Kolar, Senior Division Manager, Fleet and Transit Division

Pamela Kirchner, Financial Manager, Fiscal Services Division

Raymond J. Sandrock, County Administrator

BUDGET AND ADMINISTRATIVE SERVICES DEPT.

18500 Murdock Circle | Port Charlotte, Florida 33948-1068
Phone: 941.743.1551 | Fax: 941.743.1286

Charlotte County Map

